INTRODUCTION

Managers will use this job aid to switch the primary job for an employee that has multiple jobs. This may be due to that employee covering for another in their department.

1. In the search field, type in the employee's name that you want to end the additional job for. Hit **Enter**.

2. Click **Actions**, **Job Change**, select **Switch Primary Job.**

3. A new screen appears with information that needs to be completed. Any field with a red asterisk * is required.

Click the pencil icon to enter in the information.

The Primary Job that they are moving to should already prefill when clicking on the pencil icon

4. Once the fields are completed, click **Submit**.

5. This will go the HR Partner for review and approval based on the job details.

Note: If you have questions when initiating this, please reach out to the HR Partner for your department.